

**Health Profession Opportunity Grants (HPOG):
Performance Reporting System (PRS)**



Guide to the Performance Progress Projections Report (PPPR)

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Overview

The Urban Institute and Abt Associates developed the Performance Reporting System (PRS) under contract with the Administration for Children and Families (ACF) of the U.S. Department of Health and Human Services. The PRS is a tool for entering, storing, and analyzing data on program participants served by the 32 Health Profession Opportunity Grants (HPOG) grantees.

Beginning in the second HPOG program year (October 1, 2011 through September 30, 2012), grantees will complete their Performance Progress Projections Reports (PPR) through the PRS. This is the work plan that will accompany the Non-Competing Continuation Application in GrantSolutions as the Project Narrative. If the work plan is accepted by ACF, this becomes the projections that the grantee works toward for the following grant year.

Category II PRS users or their designees will be able to enter projections for performance information in the PPR until the end of the designated period. The final projections report will be generated and printed by the grantee for submission to ACF for inclusion in the Non-Competing Continuation Application in GrantSolutions.

The remaining reporting periods for which projection reports must be developed and the due date for submitting the Performance Progress Projections Report in the Performance Reporting System (PRS) are:

| Annual Grant Period | Due Date for Performance Progress Projections Report |
|------------------------------------|---|
| Year 3: 09/30/12 – 09/29/13 | July 15, 2012 |
| Year 4: 09/30/13 – 09/29/14 | TBD |
| Year 5: 09/30/14 – 09/29/15 | TBD |

If you have any questions regarding data entry and development of a **Performance Progress Projections Report**, please contact the PRS Support Team directly at:

PRSSupport@urban.org or 1-866-341-9089 (toll free)

A Reminder about Entering Data in the PRS

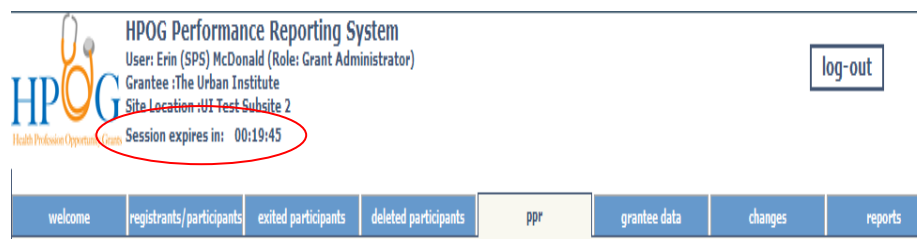
When entering data in the PRS, please remember that to ensure that data are secure, the PRS will timeout if you leave the system idle for 20 minutes or longer. If you continue to enter data in the PRS, the system will understand that you are active and will not timeout.

To ensure that you are not timed out and do not lose any data, please take the following steps:

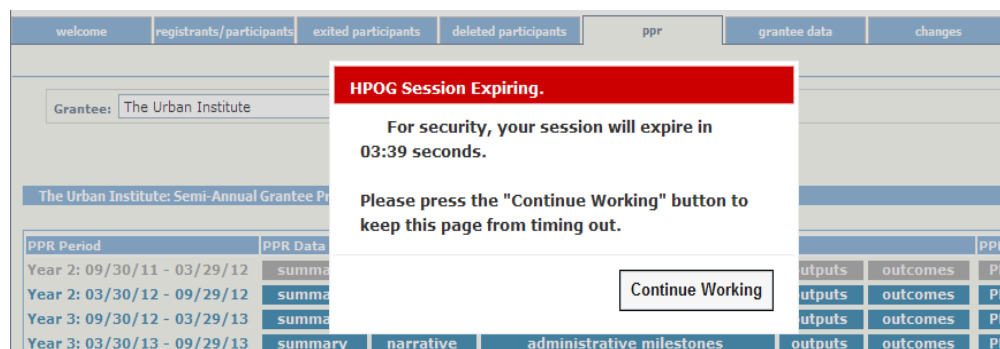
Step 1: Make sure to “Save” your data often.

Step 2: Do not leave the system idle for more than 20 minutes.

Step 3: Check the top bar of the PRS for the clock that indicates the remaining length of your session. Once you have refreshed, saved, or moved to a new page in the PRS the time clock will refresh and start again at the 20 minute mark. The screenshot below provides an example of the session countdown clock location on the PRS screen.



If you leave the PRS idle for 19 minutes, a pop-up box will appear on the screen. Please note that continuous typing in a narrative field for 19 minutes does not allow the system to identify that you are active. Please be sure to save your work as you move to various fields and when entering data into a single field. If you reach the 19 minute point without saving or moving to a new form to refresh the session, you will be told to confirm that you are still working in the system and do not want to exit the PRS. If you hit the “continue working” button the session will refresh itself. However, if you do not hit this button within 1 minute, the session will time out and any information that has not been saved will be lost. An image of the pop up box appears in the screenshot below.



Changes to the PPR Module Format and Indicators

Changes are being made to introduce additional indicators so that the PPR can show progress toward five year goals while also showing the level of effort required to sustain all active participants in the program. Many indicators are currently available and grantees may begin entering data immediately. As long as a grantee saves the data, it will be retained in the correct fields, even after the system is updated. For the indicators that have not yet been added, grantees will need to go back into the PRS module after June 30, 2012 when they become available. The specific changes include:

- ❖ **New Summary Page Format.** The PPR Outputs and Outcomes are now grouped by major topic in specific forms in the PRS. In order to complete the data entry and review information, you will access the appropriate subform.

An updated format of the PPR summary form is included in the screenshot below. You will see that the changes are associated with the Outputs and Outcomes information. The indicators associated with these major categories have been grouped to view and record information about (1) Outputs and (2) Outcomes. The Output buttons lead to indicators for enrollment and supportive services. The Outcome buttons lead to indicators for completion, and employment and wages. To enter a projection and review information, please select the appropriate category where the specific performance indicator is grouped.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| Year 3: 03/30/13-09/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |

- ❖ **Additional Performance Indicators Added to the Outputs and Outcomes Forms.** A group of new performance indicators has been introduced to PPR Outputs and Outcomes. These new indicators have been included to allow grantees a more

complete and precise way to report their work. Each of the Output and Outcome indicators are explained in greater detail in the following sections of this document.

Completing the Performance Progress Projections Report

The **Performance Progress Projections Report** is developed and submitted one time for each annual grant period. The report is completed for the next grant year. For example, the **Performance Progress Projections Report** for the Year 3 period will be developed during the second semi-annual reporting period of Year 2. Screenshot 1 (below) shows Year 3 forms that the grantee will access to complete data entry and produce the **Performance Progress Projections Report** in year 2.

The **Performance Progress Projections Report** focuses on the projected quantity of services and activities that will be provided and completed in the next grant year period. This supporting material identifies which PPR data fields are used to generate the **Performance Progress Projections Report**.

PRS users who have Level II access may select the PPR tab to review and/or enter information. It is important to ensure that only authorized grant-reporting representatives complete the PPR and submit the information to ACF.

The **Performance Progress Projections Report** can be accessed in the PPR Module of the PRS on the same row as the first semi-annual report for a given grant year period (see Screen Shot 1). Data entry can be carried out for current and future reporting periods. It is important to note that once a reporting period has passed, a user may enter the respective components of the **Performance Progress Projections Report** but cannot make changes. The information will be in a read-only format. In the case that your HPOG program is changing the group of approved training programs offered, the respective Remedial/Pre-Training and/or Healthcare Occupational Vocational Training programs must be updated on the Grantee Data Tab. After updating information there, the updated group of SOCs will be present for the current Performance Progress Projections Report.

When getting ready to complete projections for the next grant year, it is a good time to reflect and check. Reflect on what has been accomplished in the past years, what activities have been completed, and what services have been provided. Next, check the five-year goals for the program that have been approved by ACF against what has been accomplished. Then project the next grant year objectives accordingly to meet the five-year goals.

Reflect on the supportive services that have been provided to participants, both projected from years past and unforeseen obstacles that were mitigated. Check that projections reflect the trainings and services planned; particularly if there have been any shifts. Choose which supportive service categories best reflect the services the program is providing after reviewing the Supportive Services Data Entry Guide and definitions, then make projections in those categories. Make sure training, completion, and employment projections take into account the full picture of new and active participants in their program progression.

Please note: This is a good time to make sure everyone who is recording data on training and services provided in the PRS is clear about the projections for the following grant year, how the provision/referral of services should be recorded (see Supportive Services Data Entry Guide from April 2012), and where to record each service the organization provides in the correct PRS supportive service line.

Screen Shot 1. Overview of PPR Module Display and Functionality

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| Year 3: 03/30/13-09/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |

Summary Form

The PPR Summary Form includes a group of grant descriptive characteristics. The data items included in the paper-based version of the PPR appear in the PRS under the “PPR Summary” button (shown in the screen shot below). Once a user has selected the Summary Form button, the form will appear.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| | | | | | | |
| Year 3: 03/30/13-09/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |

The data presented in the PPR Summary include all elements required in the PPR Cover Page. The data items on the Summary Form display information entered by Grantees on the PRS Grantee Data Tab. To update any read-only fields in the Summary form, navigate to the PRS Grantee Data Tab to update that information.

Step-by-Step Instructions to Review and Update the PPR Summary Form for the Performance Progress Projections Report

Step 1: Use your mouse to select the PPR Summary Button.

Step 2: Review the read-only information captured on the Summary Form that is entered on the Grantee Information Tab of the PRS. This should reflect the most recent information for the *Authorized Official* on the grant.

Step 2a: If any changes are needed to the read-only data, navigate to the Grantee Information Tab to update the specific fields.

Step 3: Save all the information you have entered by selecting the **save** button. Select **Back to List**.

Narrative Form

The PPR Narrative includes a group of open narrative fields where the grantee representative will provide targeted information regarding aspects of the grant implementation. The form includes detailed information regarding the key items OFA wishes to be included in the respective sections. **To develop the Performance Progress Projections Report, grantees will be asked to enter data into two of the narrative fields. Specifically, grantees will use the “Proposed Changes” and the “Evaluation” narrative fields to enter information for the Performance Progress Projections Report.** This information will appear in the print version of the report.

The information entered into the “Proposed Changes” and the “Evaluation” narrative fields for the purposes of the Performance Progress Projections Report will provide detail for the upcoming annual grant year period. ***The responses provided in these narrative fields should be updated when a grantee completes the next semi-annual PPR.*** At that time, the grantee will update the information in these two narrative fields and enter information into all other narrative fields that will appear in the print version of the PPR.

Some narrative fields require different information than what is requested in the PPR. Please reference the Non-Competing Continuation Application Letter.

The Narrative Form is identified below. Once the button is selected, the form will open and a group of narrative fields will be presented.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| | | | | | | |
| Year 3: 03/30/13-09/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |

Data may be entered into the “Proposed Changes” and “Evaluation” narrative fields. It is important to update or draw attention to anything that has changed for the next grant year; in particular, any proposed changes or items that need to be explained based on the projections.

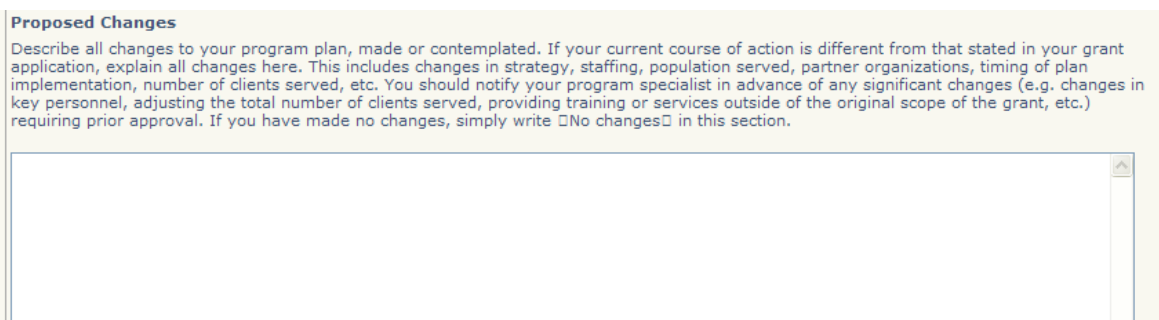
For FY 2012, the instructions for what to enter in the narrative fields for the Performance Progress Projections Report are as follows:

- ❖ **Proposed Changes:** Describe all changes to your program plan, including your proposed use of supplemental funding. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients served, etc. Supplemental funding should be used to build local, regional and state capacity to continue serving TANF recipients and other low-income individuals beyond the grant period. The description provided here should be consistent with activities and quantifiable objectives specified in the work plan and budget narrative.
- ❖ **Evaluation:** Briefly describe enhancements to a program component (e.g., assessment and academic advising, education and training, supportive services, etc.) that could be studied. New enhancements would be implemented by the end of calendar year 2012 and operate alongside your standard program. Participants would be randomly assigned either to the enhanced program, the standard program, or a control group.

Step-by-Step Instructions to Complete the PPR Narrative Form for the Performance Progress Projections Report

Step 1: Use your mouse to select the PPR Narrative Button.

Step 2: Enter the narrative into the appropriate field. Please note that the narrative fields allow information to be copied and pasted into and out of each field.

The image shows a screenshot of a web form titled "Proposed Changes". Below the title is a block of instructional text: "Describe all changes to your program plan, made or contemplated. If your current course of action is different from that stated in your grant application, explain all changes here. This includes changes in strategy, staffing, population served, partner organizations, timing of plan implementation, number of clients served, etc. You should notify your program specialist in advance of any significant changes (e.g. changes in key personnel, adjusting the total number of clients served, providing training or services outside of the original scope of the grant, etc.) requiring prior approval. If you have made no changes, simply write 'No changes' in this section." Below the text is a large, empty text input area with a vertical scrollbar on the right side.

Step 3: Save all the information you have entered by selecting the **save** button. Select **Back to List**.

Administrative Milestones Form

The PPR Administrative Milestones Form is where grantees project performance goals and track them for a given grant year. ACF uses this information to account for the annual expenditure of Federal funds, assess the progress of grant program development and provide feedback to assist grantees in implementing their HPOG grant program. The Administrative Milestones section is a customized set of activities based on the needs and approach of the individual grant program.

Administrative Milestones may include:

- ❖ Hiring HPOG program staff and leadership team members
- ❖ Developing program resource partners and signing MOUs with partner organizations
- ❖ Developing additional resources for program services and available activities

For the **Performance Progress Projections Report** you will enter the appropriate annual period and enter the Projected Administrative Milestones to be completed and monitored for the next annual grant period. This section includes the annual review of MOUs, renewal of contracts, and hiring of staff. These items should be listed separately with the action and name of each item. For example, rather than saying “Revise 3 MOUs” as one item, there should be three separate items (one for each MOU) such as Revise MOU with Missouri DHS (1), Revise MOU with Apprenticeship (1), and Revise MOU with Missouri State WIB (1). Please note that each MOU and contract must be revised on an annual basis and that your OFA Program Specialist must give approval before the signature of parties.

Note: Please contact your OFA Program Specialist to provide support in identifying appropriate items to track in the Administrative Milestones component of the PPR.

Step-by-Step Instructions to Complete the PPR Administrative Milestones Form for the Performance Progress Projections Report

Step 1: Use your mouse to select the PPR Administrative Milestones Button.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| | | | | | | |

Step 2: Use your mouse to enter information into each of the fields for each individual item identified as an Administrative Milestone. This includes the following fields: Indicator, Quantity, and Due Date.

| | | | | | | | |
|---------|--------------------------|---------------------|----------------------|-----|--------------|---------|---------|
| welcome | registrants/participants | exited participants | deleted participants | ppr | grantee data | changes | reports |
|---------|--------------------------|---------------------|----------------------|-----|--------------|---------|---------|

| | | | |
|----------------------|-------------|------------|------------|
| The Urban Institute | | | |
| Federal Grant Number | DUNS Number | EIN Number | Due Date |
| 90FX0000 | 9876 | 87654321 | 09/29/2013 |

| | |
|---|---|
| SF-PPR Administrative Milestones | |
| Indicator: Administrative Milestones | Indicator <input type="text"/> |
| Quantity <input type="text"/> | Due Date <input type="text"/> |
| <input type="button" value="Add Item"/> | <input type="button" value="back to list"/> |

Step 3: Save all the information you have entered for that individual milestone by selecting the **Add Item** button. The information entered into the form will populate into the summary table below the form for data collection.

| A. Administrative Milestones | | | | | | |
|------------------------------|------|------------|--------------------|--------------------|------------------------------------|------------------------------------|
| Indicator | Qty | Due Date | Anticipated | Actual | Explanation of Variance (period 1) | Explanation of Variance (period 2) |
| Hire Progra... | 4 | 12/12/2011 | Achieve objective | Objective exceeded | anticipated | Actual Variance |
| asdfa | dafs | 03/12/2011 | | Objective exceeded | | achieved |
| number 2 | 24 | 07/27/1925 | | Objective exceeded | | Actual |
| number 3 | 5 | 07/27/1925 | | Miss objective | | Actual |
| Added perio... | 3 | 12/12/2011 | Objective exceeded | Objective exceeded | Explanation | Explanation added period 2 |

Step 4: To Update or modify a specific item entered in the Summary Table, use your mouse to highlight the desired item. Double click on the individual row to open a group of fields where information may be updated or modified.

A. Administrative Milestones

Item:
number 2

Quantity:
24

Actual performance of current grant year performance
▼

Explanation of variance
Actual

Update Item Exit

changes reports

Date
9/2013

Enter any information in the form that is new or a modification to existing information. For the Performance Progress Projections Report you do not need to fill in the Anticipated Performance. If you need to make a note regarding the particular Administrative Milestone, please do so in the Explanation of Variance field.

Step 5: Select the Update Item button with your mouse. Upon making this selection, you are taken back to the summary form of the Administrative Milestones Form.

Repeat steps 4 and 5 for as many items as needed.

Step 6: Save all the information you have entered by selecting the **Update Item** button. Select **Exit**.

Please note: For the purposes of the Performance Progress Projections Report, you **do NOT** need to provide a response to the **Anticipated Performance** field for any Administrative Milestone added for the projected annual period.

Outputs Form

The PPR Outputs Form is where activities you plan to undertake for the next annual grant period are recorded. ACF uses this information to collect comparative data required to account for the annual expenditure of Federal funds, assess the progress and impact of ACF's federally funded HPOG programs against ACF's Strategic Plan goals, and provide feedback to assist grantees.

The PPR Projections Report asks you to address information regarding:

- ❖ HPOG Program Enrollment
- ❖ Education and Training Activity Enrollment
- ❖ Support Services Receipt

Modifications have been made to the process for reporting performance indicators associated with program Outputs. Specifically, for some indicators, grantees will provide projected values for NEW (or FIRST-TIME) activities or achievements, as well as activities or achievements for all ACTIVE participants. . Definitions of each possible projected value associated with a major performance indicator and an example of this are presented below.

| | |
|-------------------|---|
| New | <p>The number of NEW participants who will enroll into the specific service or activity during this annual grant period.</p> <p>For this count, each HPOG participant will be included only one time in the five-year HPOG grant period based on their date of HPOG enrollment. Please remember that HPOG enrollment date is based on the first date when the participant receives a substantive service.</p> |
| First-Time | <p>The number of participants who will enroll for the FIRST TIME into an activity or service during this annual grant period.</p> <p>Each HPOG participant will be included only one time in the entire five-year HPOG grant period based on the first begin date of the activity.</p> |
| Active | <p>The number of participants who will enroll or receive a service or activity during the annual grant period.</p> <p>This includes all participants with at least one day of participation during the annual period, regardless of prior period participation. This value should include participants who will begin the activity or service in the current annual period (i.e. first-time participants) PLUS active participants who were enrolled in a prior annual period.</p> |

Table 1 applies the definitions above to each of the major performance indicators of the Outputs. Please note the following:

- ❖ All values are counts of people, not activities or services, in the annual period. A participant may enroll in more than one education/training activity in the annual period, but should be counted only once in each indicator in an annual period.
- ❖ To limit the number of projection values, there are no “FIRST-TIME” indicators for #5, #6, #7, and #8, where projections are made for individual activity or service types.
- ❖ Grantees can begin entering projections for many indicators now, however, there are some indicators (noted in the table) that have not yet been added to the system. Grantees will need to go back into the system after June 30, 2012 when the items become available. For currently available indicators, as long as a grantee continues to save the data, it will be retained in the correct fields, even after the system is updated.

Table 1. Outputs Reported in the PPR Projections Report

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|---|----------------|---|--|
| Enrollment | | | |
| 1. Enrollment | New | The number of NEW participants who will enroll into your HPOG program during this annual grant period. | x |
| | Active | The number of participants your HPOG program will serve in the annual period. This includes <u>NEW</u> participants <u>PLUS</u> continuing participants. | |
| 2. Enrollment in Any Education/Training Activity | First-Time | The number of participants who will enroll for the <u>FIRST TIME</u> in ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during this annual grant period. | x |
| | Active | The number of participants enrolled in ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during this annual grant period. This includes <u>FIRST-TIME</u> participants <u>PLUS</u> continuing participants. | x |
| 3. Enrollment in Healthcare Vocational/Occupational Training | First-Time | The number of participants who will enroll for the <u>FIRST TIME</u> in a Healthcare Occupational/Vocational HPOG training activity during this annual grant period. | x |
| | Active | The number of participants enrolled in a Healthcare Occupational/Vocational HPOG training activity during this annual grant period. This includes <u>FIRST-TIME</u> participants <u>PLUS</u> continuing participants. | x |

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|---|----------------|---|--|
| 4. Enrollment in Remedial/Pre-Training | First-Time | The number of participants who will enroll for the <u>FIRST TIME</u> in a Remedial/Pre-Training HPOG training activity during this annual grant period. | x |
| | Active | The number of participants who will enroll in a Remedial/Pre-Training HPOG training activity during this annual grant period. This includes <u>FIRST-TIME</u> participants <u>PLUS</u> continuing participants. | x |
| 5. Enrollment in Individual Healthcare Vocational/Occupational Training Activity | Active | The number of participants who will be enrolled in EACH Healthcare Vocational/Occupational Training HPOG training activity during this annual grant period. This includes <u>FIRST-TIME</u> participants <u>PLUS</u> continuing participants. | |
| 6. Enrollment in Individual Remedial/Pre-Training Activity | Active | The number of participants who will enroll in EACH Remedial/Pre-Training HPOG training activity during this annual grant period. This includes <u>FIRST-TIME</u> participants <u>PLUS</u> continuing participants. | |
| Supportive Services | | | |
| 7. Soft Skills/Life Skills Training (located on Employment Development Form) | Active | The number of participants who will be enrolled in ONE OR MORE Soft Skills / Life Skills Training activity during this annual grant period. | |
| 8. Individual Support Services | Active | The number of participants who will receive EACH type of Support Service ONE OR MORE times during this annual grant period. <u>NOTE:</u> Each participant only counts once in an annual period, whether a service was provided in the first, second, or both semi-annual periods. | |

Outputs Projection Entry Example

An example of how to carry out these projections is included below for Enrollment and Enrollment in ANY education / training activity. The screenshot below presents a section of the PPR Outputs Enrollment and Education/Training Form.

- ❖ For the Year 3 period, Grantee A projects enrolling a total of 50 NEW participants. The grantee projects that 125 participants enrolled in the prior Year 2 period will remain enrolled. Therefore, the grantee enters a value of 50 under the **NEW Projected Quantity** field and 175 under the **ACTIVE Projected Quantity** field in the Enrollment row.
- ❖ For the Year 3 period, Grantee A projects enrolling 40 participants for the FIRST TIME in ANY education/training activity. *(This value combines Remedial/Pre-Training and Healthcare Occupational/Vocational Training)* In addition, they project that 125 participants will continue to be enrolled in education/training activities or begin their second or third education/training activity. Therefore, the grantee enters a value of 40 under the **FIRST-TIME Projected Quantity** field and a value of 165 (40 NEW + 125 Continuing) under the **ACTIVE Projected Quantity** field in the Enrollment in Any Education/Training Activity row.
- ❖ All participants will be enrolled in a healthcare focused training during the period. Therefore, the grantee enters a value of 40 under the **FIRST-TIME Projected Quantity** Enrolled in Healthcare training field and a value of 165 (40 NEW + 125 Continuing) under the **ACTIVE Projected Quantity** Enrolled in Healthcare training field.

| Item | Indicator Description | Participants Included | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance |
|--------------------------------------|---|-----------------------|--------------------|-----------------|-------------------------|-------------------------|
| Outputs: Enrollment | | | | | | |
| 1 | Enrollment | New | 50 | | | |
| | | Active | 175 | | | |
| Outputs: Education / Training | | | | | | |
| 2 | Enrollment in Any Education/ Training Activity | First-Time | 40 | | | |
| | | Active | 165 | | | |
| 3 | Enrollment in Healthcare Vocational / Occupational Training | First-Time | 40 | | | |
| | | Active | 165 | | | |

Outputs Projection Entry Example (continued)

- ❖ The individual healthcare training activities, listed by SOC, must sum to greater than or equal to the total ACTIVE Projected Quantity Enrolled in a Healthcare training activity. Therefore, the individual activities by SOC, $80 + 85 = 165$.

| Item | Indicator Description | Participants Included | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance |
|----------------------------|---------------------------------------|-----------------------|--------------------|-----------------|-------------------------|--|
| Outputs: Enrollment | | | | | | |
| 3 | Individual Healthcare Training | | | | | |
| | 29-1140 Registered Nurses | Active | 80 | | | Total ACTIVE enrolled by SOC should \geq Total ACTIVE enrolled in healthcare |
| | 29-2041 Emergency Medical Technicians | Active | 85 | | | |

Please note:

- ❖ Individual activities and services listed as outputs are customized to the individual grantee HPOG program services and goals. These are populated from the group of approved programs entered under the Grantee Data for Remedial and Healthcare Vocational/Occupational Training Listing forms. *If you believe that the activities or services need to be modified, please review the Grantee Data tab to make these changes or contact the PRS Support Team by email or phone for support to change any approved program information.*
- ❖ When making projections and completing the **Performance Progress Projections Report**:
 - ❖ If the item is not going to be provided in the next grant year, whether a training or supportive service, please enter a zero in the projections column.
 - ❖ If there is a need to explain a projection or line, whether a training or supportive service, please use the Explanation of Variance column. This would be necessary if more information is needed, an occupational listing has changed, or if there is any other issue that needs to be flagged for review.

Step-by-Step Instructions to Complete the PPR Outputs Form for the Performance Progress Projections Report

Use your mouse to select the appropriate PPR Outputs button.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| | | | | | | |

For each major indicator listed on the screen, you will complete the following steps.

Step 1: Use your mouse to select the **Projected Quantity** field. Enter the number of participants who you project will be included in the specific activity and/or service.

Step 2: Use your mouse to select the **Explanation of Variance** field. For the purposes of the Performance Progress Projections Report, enter any information regarding potential variance with past performance or previous five year projections.

Step 3: Select “**save**” periodically as you move through the table to complete data entry.

Please note: For the purposes of the Performance Progress Projections Report, you **do NOT** need to provide a response to the **Anticipated Performance** field for any **Output** indicators for the projected annual period.

Please enter responses to the **Projected Quantity** and **Explanation of Variance** fields (identified below with a red circle).

| Item | Indicator Description | Participants Included | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance |
|--------------------------------------|--|-----------------------|--------------------|-----------------|-------------------------|-------------------------|
| Outputs: Enrollment | | | | | | |
| 1 | Enrollment | New | 50 | | | |
| | | Active | 175 | | | |
| Outputs: Education / Training | | | | | | |
| 2 | Enrollment in Any Education/ Training Activity | First-Time | 40 | | | |
| | | Active | 165 | | | |
| 3 | Enrollment in Healthcare Vocational / Occupational Training | First-Time | 40 | | | |
| | | Active | 165 | | | |

Please note: Definitions are included for each of the items listed in the form. Please use your mouse to highlight an indicator to see additional clarification information regarding what should be included in the reported value.

Outcomes Form

For the purposes of the **Performance Progress Projections Report**, the PPR Outcomes Form is where accomplishments under the grant are tracked to assess intermediate and final outcomes for participants. ACF uses the information to collect comparative data required to account for the annual expenditure of Federal funds, assess the progress and impact of ACF's federally-funded HPOG programs against ACF's Strategic Plan goals, and provide feedback to assist grantees.

The PPR Projections Report asks you to address information regarding:

- ❖ Education and Training Activity Completion
- ❖ Employment
- ❖ Average Wage

Modifications have been made to reporting performance indicators associated with program Outcomes. Specifically, for some outcomes, grantees will provide both FIRST-TIME and ALL or ACTIVE projected values. Definitions of each possible projected value associated with a major performance indicator and an example of this are presented below.

| | |
|--|--|
| First-Time | The number of participants who will (1) complete an activity or service or (2) gain employment for the FIRST TIME during this annual grant period. This value will allow for an unduplicated count of Education and Training Activity completion, employment, and average wage over time. |
| Each HPOG participant will be included only one time in the entire five-year HPOG grant period based on the first begin date of the activity. | |
| Active | The number of participants who will (1) complete a service or activity or (2) be employed during the annual grant period. This includes all participants who will complete a service or activity or are employed, regardless of prior completions or employment in past periods. This value MAY include participants who completed ONE OR MORE activities or services or who held a job in a prior annual period. |

Table 2 applies the definitions above to each of the major performance indicators of the Outcomes. Please note the following:

- ❖ All values are counts of people, not activities or services, in the annual period. A participant may enroll in more than one education/training activity in the annual period, but should be counted only once in each indicator in an annual period.
- ❖ To limit the number of projection values, there are no "FIRST-TIME" indicators for #11, #12, #16, and #19 where projections are made for individual activity completed, employment, or average wage.

All Average Wage items include participants who (1) become employed after HPOG intake and during enrollment in the HPOG program, (2) are employed at exit from the HPOG program, or (3) are employed at follow-up from exiting the HPOG program. A participant is included in the average wage calculations only when a wage value is recorded at the associated time of employment. The average wage value included is based on the **first reported wage** of any job/paid employment recorded.

- ❖ Grantees can begin entering projections for many indicators now, however, there are some indicators (noted in the table) that have not yet been added to the system. Grantees will need to go back into the system after June 30, 2012 when the items become available. For the indicators that are currently available, as long as a grantee continues to save the data, it will be retained in the correct fields, even after the system is updated.

Table 2. Outcomes Reported in the PPR Projections Report

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|--|----------------|---|--|
| Education/Training | | | |
| 9. Completing Any Education/Training Activity | First-Time | The number of participants who will complete for the <u>FIRST TIME</u> ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during the annual grant period. This value DOES NOT include participants who completed ANY type of training activity in a prior annual period. | x |
| | Active | The number of participants who will complete ANY HPOG training activity (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) during the annual grant period. This value MAY include participants who completed ONE OR MORE HPOG training activities (Remedial/Pre-Training or Healthcare Vocational/Occupational Training) in a prior annual period. | |

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|--|----------------|---|--|
| 10. Completing Healthcare Vocational/Occupational Training Activity | First-Time | The number of participants who will complete for the <u>FIRST TIME</u> a Healthcare Vocational/Occupational HPOG training activity during the annual grant period. This value DOES NOT include participants who completed ANY Healthcare Vocational/Occupational HPOG training activity in a prior annual period. | x |
| | Active | The number of participants who will complete a Healthcare Vocational/Occupational HPOG training activity during the annual grant period. This value MAY include participants who completed ONE OR MORE Healthcare Vocational/Occupational HPOG training activity in a prior annual period. | x |
| 11. Completing Remedial/Pre-Training Activity | First-Time | The number of participants who will complete for the <u>FIRST TIME</u> a Remedial/Pre-Training HPOG activity during the annual grant period. This value DOES NOT include participants who completed ANY Remedial/Pre-Training HPOG activity in a prior annual period. | x |
| | Active | The number of participants who will complete a Remedial/Pre-Training HPOG activity during the annual grant period. This value MAY include participants who completed ONE OR MORE Remedial/Pre-Training HPOG activities in a prior annual period. | x |
| 12. Completing Individual Healthcare Vocational/Occupational Training | Active | The number of participants who will complete EACH Healthcare Vocational/Occupational Training HPOG training activity during this annual grant period. This value MAY include participants who completed ONE OR MORE Healthcare Vocational/Occupational HPOG training activity in a prior annual period. | |

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|---|----------------|--|--|
| 13. Completing Individual Remedial/Pre-Training Activities | Active | The number of participants who will complete EACH Remedial/Pre-Training HPOG activity during the annual grant period. This value MAY include participants who completed ONE OR MORE Remedial/Pre-Training HPOG activity in a prior annual period. | |
| Employment | | | |
| 14. In Healthcare Sector | First-Time | The number of individuals projected to become employed in the healthcare sector during the period, whether active, exiting or at the 6-month follow-up. | x |
| | Active | The number of individuals projected to be employed in the healthcare sector during the period, whether active, exiting, or at the 6-month follow-up. | |
| 15. In Any Sector | First-Time | The number of individuals projected to become employed in any sector during the period, whether active, exiting or at the 6-month follow-up. | x |
| | Active | The number of individuals projected to be employed in any sector during the period, whether active, exiting, or at the 6-month follow-up. | |
| 16. Individual Healthcare Occupations | Active | The number of participants who will be employed in EACH healthcare occupation type (identified by SOC) during the annual period whether active, exiting or at the 6-month follow-up. | |

| Indicator | Group Included | Definition of Who is Included | The Items Identified with an X below will be introduced into the PRS form June 30th, 2012. |
|--|----------------|--|--|
| Wages | | | |
| 17. Average in Healthcare Sector | First-Time | The average wage projected for participants who will become employed in the healthcare sector during the period. This value is the average wage among participants counted in item 14 FIRST-TIME employment. | x |
| | Active | The average wage projected for participants who will be employed in the healthcare sector during the annual period. This value is the average wage among participants counted in item 14 ACTIVE employment. | |
| 18. Average in Any Sector | First-Time | The average wage projected for participants who become employed in any sector during the period. This value is the average wage among participants counted in item 15 FIRST-TIME employment. | x |
| | Active | The average wage projected for participants who will be employed in any sector during the annual period. This value is the average wage among participants counted in item 15 ACTIVE employment. | |
| 19. Individual Healthcare Occupational Averages | Active | The average wage projected for participants who will be employed in EACH healthcare sector during the annual period. This value is the average wage among participants counted in item 16 ACTIVE employment by individual SOC. | |

Outcomes Education and Training Projections Example

An example of how this will be figured is included below for the case of completion of ANY education / training activity. The screenshot below presents a section of the PPR Outcomes Education/Training Form for a grantee.

- ❖ For the Year 3 period, Grantee A projects that 50 participants will complete an education/training activity for the FIRST TIME. *This value combines Remedial/Pre-Training and Healthcare Occupational/Vocational Training.* Therefore, the grantee enters a value of 50 under the **FIRST-TIME Projected Quantity** field in the first row.
- ❖ For the same annual period, the grantee projects that 25 participants who had enrolled into and completed ANY education/training activity in a prior annual period will continue to participate and complete one or more additional education/training activities in the annual period. Therefore, the grantee enters a projected value of 75 participants (50 FIRST-TIME + 25 Additional) who will complete one or more education/training activities during the annual period.

Please note that a participant may be projected to complete more than one education/training activity in the annual period. Regardless, of the number, the participant should be counted only one time to represent their participation in the ONE OR MORE activities they are projected to complete.

| Item | Indicator Description | Participants Included | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance |
|---------------------------------------|--|-----------------------|--------------------|-----------------|-------------------------|-------------------------|
| Outcomes: Education / Training | | | | | | |
| 1 | Completion of Any Education/ Training Activity | First-Time | 50 | | | |
| | | Active | 75 | | | |
| 2 | Completion of a Healthcare Vocational/ Occupational Activity | First-Time | | | | |
| | | Active | | | | |
| 3 | Completion of Remedial/ Pre-Training Activity | First-Time | | | | |
| | | Active | | | | |

Outcomes Employment Projections Example (continued)

An example of how this will be calculated is included below for employment. The screenshot below presents a section of the PPR Outcomes Employment Form for a grantee.

- ❖ For the Year 3 period, Grantee A projects that 50 participants will become employed for the FIRST TIME in healthcare sector. Of these 30 will be employed for the first time during enrollment, 10 for the first time at exit, and 10 for the first time at follow-up. *This value combines participants who gain employment for the first time in healthcare during HPOG enrollment, at the time they exit the entire HPOG program, or at the time of 6-month follow up from exit.* Therefore, the grantee enters a value of 50 under the **FIRST-TIME Projected Quantity** field in item 1.
- ❖ For the same annual period, the grantee projects that an additional 25 participants will be employed in healthcare. The grantee projects that 15 of these individuals will gain new healthcare employment at exit or follow-up but had been employed in a prior annual period as well. The remaining 10 participants are projected to continue to be enrolled in the HPOG program and remain in a job that is continuing from a prior year. Therefore, the grantee enters a projected value of 75 participants (50 FIRST-TIME + 25 Additional) who will be employed during the annual period. *This value combines participants who gain employment in healthcare during HPOG enrollment, at the time they exit the entire HPOG program, or at the time of 6-month follow up from exit.* Therefore, the grantee enters a value of 75 under the **ACTIVE Projected Quantity** field in item 1.

Please note that each participant should be counted only one time in each annual period for ONE OR MORE employment opportunities. For example, if a participant gains employment during HPOG enrollment in the annual period, and then is employed at a new job at exit, also within the annual period, that person would only be counted once.

- ❖ Grantee A projects that 55 participants will be employed for the FIRST TIME in the annual period in ANY sector. This includes the 50 participants in FIRST employment in the healthcare sector plus 5 participants gaining employment in ANY sector. Therefore, the grantee enters a value of 55 under the **FIRST-TIME Projected Quantity** field in item 2.
- ❖ The grantee projects that a total of 80 participants will be employed at any time (Active) in the annual period in ANY sector. This includes the 75 active participants employed in the healthcare sector plus 5 participants projected to become employed in ANY sector. Therefore, the grantee enters a value of 80 under the **ACTIVE Projected Quantity** field in item 2.

Outcomes Employment Projections Example (cont.)

- ❖ The grantee then breaks down ACTIVE employment by the specific healthcare occupations in which they project participants to be employed during the annual period. Among the total 75 actively employed participants in healthcare, the grantee projects that 35 will be employed as Registered Nurses and an additional 40 will be employed as Emergency Medical Technicians. ***Please note that the total number of ACTIVE employment by SOC should be equal to or greater than the total ACTIVE number of participants employed in the healthcare sector for the annual period.***
- ❖ When entering employment projections, please keep the following assumptions in mind:
 - When an active participant becomes employed, a begin date will be entered in the Paid Employment/Job slot in the Employment Development. If no end date is entered for the job, the participant is assumed to remain employed.
 - When a person is counted for employment at the six month follow-up point, that individual will not be counted in subsequent PPR reporting periods.

| Item | Indicator Description | Participants Included | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance |
|--|---------------------------------------|-----------------------|--------------------|-----------------|-------------------------|--|
| Outcomes: Employment and Average Wage | | | | | | |
| 1 | In Healthcare Sector | First-Time | 50 | | | |
| | | Active | 75 | | | Total ACTIVE employed by SOC should \geq Total ACTIVE employment in healthcare |
| 2 | In Any Sector | First-Time | 55 | | | |
| | | Active | 80 | | | |
| 3 | Individual Healthcare Occupations | | | | | |
| | 29-1140 Registered Nurses | Active | 35 | | | |
| | 29-2041 Emergency Medical Technicians | Active | 40 | | | |

Activities listed as outcomes are customized to the individual grantee HPOG program services and goals. These are populated from the group of approved programs entered under the Grantee Data for Remedial and Healthcare Vocational/Occupational Training Listing forms.

Please note the following for making projections and completing the Performance Progress Projections Report:

- ❖ If the training is not going to be provided in the next grant year or there are no projected completions, please mark a zero in the projections column.
- ❖ If there is a need to explain a projection or line please use the Explanation of Variance column. This will be necessary if more information is needed, an occupational listing has changed, or there is any other item that needs to be flagged for review.

Step-by-Step Instructions to Complete the PPR Outcomes Form for the Performance Progress Projections Report

Use your mouse to select the appropriate PPR Outcomes button.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |

For each major indicator listed on the screen, you will complete the following steps.

Step 1: Use your mouse to select the **Projected Quantity** field. Enter the number of participants who you project will be included in the specific activity and/or service.

Step 2: Use you mouse to select the **Explanation of Variance** field. For the purposes of the Performance Progress Projections Report, enter any information regarding potential variance with past performance or previous five year projections.

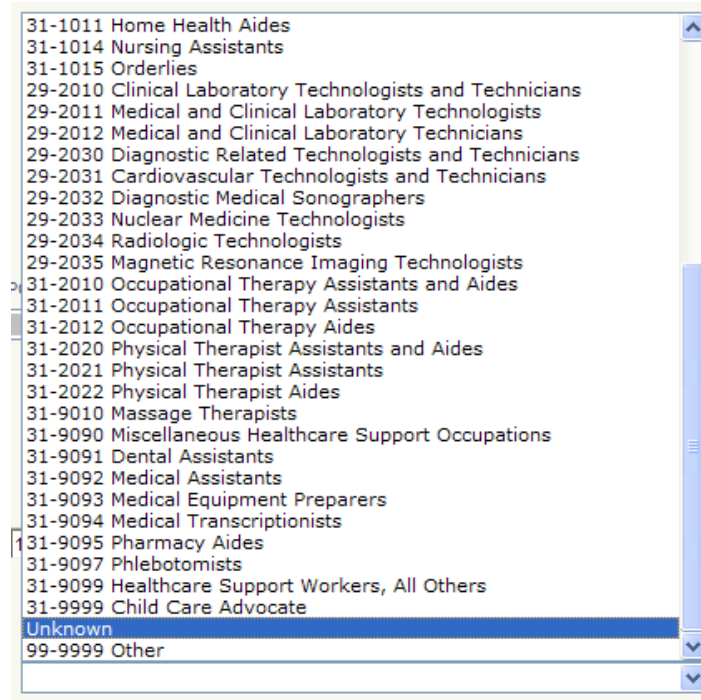
Step 3: Select “**save**” periodically as you move through the table to complete data entry.

Please note: For the purposes of the Performance Progress Projections Report, you **do NOT** need to provide a response to the **Anticipated Performance** field for any **Outcome** indicators for the projected annual period.

Please enter responses to the **Projected Quantity** and **Explanation of Variance** fields (identified below with a red circle).

Using 'unknown' Categories for Data Entry

All pick list values for Employment and Healthcare Vocational / Occupational Training include a selection option for 'unknown' (as presented in the screenshot below). This response may be selected if a staff member does not know the specific healthcare profession in which the participant is employed. This value should only be used in rare circumstances when it is not feasible to locate the participant or obtain the information from another reliable source.



This value will appear in the PPR form as a possible indicator. **Grantees should NOT record projected values in this field for the Performance Progress Projections Report.** Grantees should enter a projected value of 0 (zero) in the Projected Quantity field for this item when developing the Performance Progress Projections Report using the PPR module forms as indicated in the screen shot below.

| Employment | | | | | |
|----------------|---|----------------------|-----------------|-------------------------|--|
| Measure Number | Item/Action | Projected Quantity | Actual Quantity | Anticipated Performance | Explanation of Variance (Max. characters: 100) |
| 1 | Unduplicated Number of Clients Employed Total, Health Sectors | <input type="text"/> | 6 | <input type="text"/> | |
| 2 | Unduplicated Number of Clients Employed Total, All Sectors | <input type="text"/> | 6 | <input type="text"/> | |
| 3 | Unknown | <input type="text"/> | 0 | <input type="text"/> | |
| 4 | 29-1140 Registered Nurses | <input type="text"/> | 0 | <input type="text"/> | |

Printing and Reviewing the Performance Progress Projections Report

The **Performance Progress Projections Report** may be produced throughout the period of information entry and upon completion of the report. To produce and review the **Performance Progress Projections Report**:

Step 1: Visit the front overview page of the PPR tab. The rightmost button for each PPR period includes a button for report generation.

Step 2: Select the PPR Projections button.

| PPR Period | Data Entry Forms | | | | | |
|---------------------------|------------------|-----------|-------------------|---------------------------|------------------------------|-----------|
| Year 2: 09/30/11-03/29/12 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |
| Year 3: 09/30/12-03/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | PPR Proj. |
| | | | | | | |
| Year 3: 03/30/13-09/29/13 | Summary | Narrative | Admin. Milestones | Outputs: Enrollment | Outcomes: Completion | PPR |
| | | | | Outputs: Support Services | Outcomes: Employment & Wages | |
| | | | | | | |

Step 3: Wait for the document to appear on the screen.

Step 4: Select print or save from your computer File options button.

Including the Performance Progress Projections Report in the Non-Competing Continuation Application

Step 1: Follow the steps above and print the document.

Step 2: Scan the report and upload it to GrantSolutions as the Project Narrative Upload in the control checklist. The grantee representative will then finish the Non-Competing Continuation Application checklist in GrantSolutions.

Appendix A. Mock up example of the Performance Progress Projections Report

HHS Administration for Children and Families
Health Profession Opportunity Grants
PERFORMANCE PROGRESS PROJECTIONS REPORT
Next Budget Year Program Indicators
PPR period: 03/30/12 - 09/29/12
SF-PPR-B
Cover Page

| | | |
|---|-------------|-----|
| Federal Grant Number | DUNS Number | EIN |
| Recipient Organization (Name and complete address including zip code) | | |
| Authorized Certifying Official | | |
| Report Frequency: Annual | | |
| Final Report: No | | |
| | | |
| Signature of Authorized Certifying Official | | |
| Date Report Submitted (<i>Month, Day, Year</i>) | | |

PERFORMANCE PROGRESS PROJECTIONS REPORT

Next Budget Year Program Indicators
SF-PPR-B
Administrative Milestones

| Activity Number or Label | Item Description | Indicator or Status | Explanation of Variance |
|--------------------------|---------------------------|-------------------------|-------------------------|
| | | Planned Completion Date | |
| 1 | Sign MOU with ACME Agency | 12/12/2012 | |
| 2 | Hire 2 more case managers | 10/1/2012 | |

PERFORMANCE PROGRESS PROJECTIONS REPORT
Next Budget Year Program Indicators
SF-PPR-B
Outputs

| Activity Number or Label | Indicator | Group Included | Projected Quantity | Explanation of Variance |
|----------------------------|---|----------------|--------------------|-------------------------|
| Enrollment | | | | |
| 1 | Enrollment | New | | |
| | | Active | | |
| 2 | Enrollment in Any Education/Training Activity | First-Time | | |
| | | Active | | |
| 3 | Enrollment in Healthcare Vocational/Occupational Training | First-Time | | |
| | | Active | | |
| 4 | Enrollment in Remedial /Pre- Training | First-Time | | |
| | | Active | | |
| 5 | Enrollment in Individual Healthcare Vocational/Occupational Training Activity | | | |
| | 29-1140 Registered Nurses | Active | | |
| | 29-2031 Cardiovascular Technologists and Technicians | Active | | |
| | 29-2041 Emergency Medical Technicians | Active | | |
| 6 | Enrollment in Individual Remedial/Pre-Training Activity | | | |
| | GED | Active | | |
| | ESL | Active | | |
| Supportive Services | | | | |
| 7 | Soft Skills/Life Skills Training | Active | | |
| 8 | Individual Support Services: Employment Activities Provided | | | |
| | Career Counseling / Job Coach / Navigator | Active | | |
| | Job Search / Placement Assistance | Active | | |
| | Job Retention Services | Active | | |

Notes:

- The listing of remedial and healthcare vocational/occupational activities included to demonstrate projected enrollment is based on the approved group of programs entered under the Grantee Data Remedial and Healthcare Vocational/Occupational Training Listing forms.
- The listing of projected Support Services includes all possible Support Services listed in the PRS Support Services Form.

Note that for the purposes of this example, not all Support Service activities are listed.

PERFORMANCE PROGRESS PROJECTIONS REPORT

Next Budget Year Program Indicators

SF-PPR-B

Outcomes

| Activity Number or Label | Indicator | Group Included | Projected Quantity | Explanation of Variance |
|--------------------------|---|----------------|--------------------|-------------------------|
| Education/Training | | | | |
| 9 | Completing Any Education/Training Activity | First-Time | | |
| | | Active | | |
| 10 | Completing Healthcare Vocational/Occupational Training Activity | First-Time | | |
| | | Active | | |
| 11 | Completing Remedial/Pre-Training Activity | First-Time | | |
| | | Active | | |
| 12 | Completing Individual Healthcare Vocational/Occupational Training | | | |
| | 29-1140 Registered Nurses | Active | | |
| | 29-2031 Cardiovascular Technologists and Technicians | Active | | |
| | 29-2041 Emergency Medical Technicians | Active | | |
| 13 | Completing Individual Remedial/Pre-Training Activities | | | |
| | GED course | Active | | |
| | ESL classes | Active | | |
| | Soft skills / Life skills workshop | Active | | |
| Employment | | | | |
| 14 | In Healthcare Sector | First-Time | | |
| | | Active | | |
| 15 | In Any Sector | First-Time | | |
| | | Active | | |
| 16 | Individual Healthcare Occupations | | | |
| | 29-1140 Registered Nurses | Active | | |

| | | | | |
|-------|--|------------|--|--|
| | 29-2031 Cardiovascular Technologists and Technicians | Active | | |
| | 29-2041 Emergency Medical Technicians | Active | | |
| Wages | | | | |
| 17 | Average in Healthcare Sector | First-Time | | |
| | | Active | | |
| 18 | Average in Any Sector | First-Time | | |
| | | Active | | |
| 19 | Individual Healthcare Occupations | | | |
| | 29-1140 Registered Nurses | Active | | |
| | 29-2031 Cardiovascular Technologists and Technicians | Active | | |
| | 29-2041 Emergency Medical Technicians | Active | | |

Notes:

- The listing of remedial and healthcare vocational/occupational activities included to demonstrate projected enrollment is based on the approved group of programs entered under the Grantee Data Remedial and Healthcare Vocational/Occupational Training Listing forms.
- The listing of projected Support Services includes all possible Support Services listed in the PRS Support Services Form.
- The listing of projected average wage includes all BLS SOC values with at least one participant reflected in the same BLS SOC category for employment in the specified healthcare occupation.